

February 2009

**Section 9  
Environmental Protection Act  
R.S.O. 1990**

**GUIDE TO APPLYING FOR APPROVAL (AIR & NOISE) -  
AUTOMOTIVE PAINT SPRAY BOOTHS**

**Version 1.0**

**CONTENTS OF THIS DOCUMENT ARE SUBJECT  
TO CHANGE WITHOUT NOTICE**

**PIBS 6984e**

*Protecting our environment.*



## Addendum:

This document is updated regularly by the Ministry of the Environment (ministry) to ensure that it provides accurate guidance relating to current policies, acts, regulations and application requirements. To obtain an updated copy of this document, please refer to the “publications” the ministry Internet site at [www.ene.gov.on.ca](http://www.ene.gov.on.ca) or contact the Environmental Assessment and Approvals Branch by telephone at 1-800-461-6290 (locally at 416-314-8001) or by e-mail at [EAABGen@ene.gov.on.ca](mailto:EAABGen@ene.gov.on.ca).

### Version History:

Version	Date	Comments
1.0	February 11, 2008	Document Published

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## FOREWORD

The Ministry of the Environment's (ministry) approvals program requires that all undertakings requiring approval under ministry legislation are carried out in accordance with the Acts and applicable Regulations and Guidelines administered by the ministry. These requirements are updated from time to time by the ministry as environmental standards and environmental management approaches are modified. This document should be read in conjunction with the "Guide to Applying for Approval (Air & Noise)" PIBS 4174 and the "Paint Spray Booth Data Form: Supplement to Application for Approval (Air & Noise) for Automotive Refinishing Operations" PIBS 4132e.

As requirements are changed, the information needed to demonstrate compliance with them may also change. In recognition of this, the ministry will update this document to reflect the most current requirements. All web site addresses referred in this document were current at the time of release.

While every effort has been made to ensure the accuracy of the information contained in this guide, it should not be construed as legal advice.

For any addenda or revisions to this guide please visit the ministry website at:

<http://www.ene.gov.on.ca/envision/gp/index.htm>

or contact:

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## INTRODUCTION

### ***Purpose***

The ministry has developed an electronic process for the submission of applications for Automotive Paint Spray Booths. As part of this process, the ministry has developed the Application for Approval (Air & Noise) - Automotive Paint Spray Booths form (Auto PSB Application Form), which is designed specifically for paint spray booths and associated equipment used by automotive refinishing facilities (autobody shops). The Auto PSB Application Form is a user friendly, save-enabled, PDF electronic form that combines the various ministry forms into a single form. This electronic submission process will simplify and streamline the application process as well as allow the ministry to expedite the technical review process of Certificates of Approval (Air & Noise).

In addition to combining the various ministry forms into a single electronic form, an air and noise screening process has been integrated into the Auto PSB Application Form. By using conservative assumptions regarding the autobody shop the screening process can determine and provide instant feedback with respect to the likelihood of the facility achieving compliance with O.Reg. 419 and ministry noise guidelines.

These applications for automotive refinishing facilities have been identified as equipment with known and predictable environmental impacts for review by the Streamlined Review Unit (SRU).

The Auto PSB Application Form provides a process through which applicants can demonstrate that the application, and all supporting information, is not just complete, but is also technically accurate.

This document, the “Guide to Applying for Approval (Air & Noise) – Automotive Paint Spray Booths”:

1. Provides an introduction to the Auto PSB Application Form;
2. Provides an overview of the Auto PSB Application Form eligibility requirements;
3. Provides an introduction to the Auto PSB screening process; and,
4. Provides instructions regarding the Auto PSB Application Form.

For information regarding the *Environmental Protection Act* (EPA) Section 9 approvals process and the minimum information requirements that must be included with every application, in order for the application to be considered complete, please refer to the “Guide to Applying for Approval (Air & Noise)”.

## ***Background***

Certificates of Approval (CsofA) are required by the EPA and the *Ontario Water Resources Act* (OWRA) for specific activities related to sewage works, air and noise emissions, and waste management activities.

The Environmental Assessment and Approvals Branch (EAAB) is responsible for reviewing applications for approval of facilities under the EPA, the OWRA and related environmental legislation. The goals of EAAB are to maintain high standards for environmental protection, human health protection and resource conservation, to provide fully integrated services that are continuously improving and to support clear and productive relationships with all applicants.

The goal of Auto PSB Application Form is to identify and expedite those applications, that by virtue of both meeting the eligibility requirements and obtaining a “PASS” from the Auto PSB screening process can be fast tracked through the application process. Autobody shops that obtain a “FAIL” from screening process can i) modify the painting operations and/or physical parameters of the facility based on screening feed back (and re-screen to possibly obtain a “PASS”) or ii) accept the “FAIL” and supplement the Auto PSB Application Form with the “Automotive Paint Spray Booth Data Form” PIBS 4132e.

Applicants must submit their Auto PSB Application Form an electronic submission via e-mail. Subsequent to the electronic submission of the application form, applicants are required to submit a hard copy of the application package for a Certificate of Approval consisting of a print out of the completed Auto PSB Application Form, a print out of the cover letter attached with the ministry acknowledgment e-mail and all ministry required supporting documentation outlined in this guide. See Section 1.4 of this guide for additional information about the required documents and information to accompany the hard copy submission.

Having an application submitted with an Auto PSB Application Form is not a guarantee that a certificate will be issued. During the ministry’s review of the application, further clarification or the submission of additional information may be required. Applications identified as incomplete will be cancelled and returned. Applications that contain technical deficiencies will be refused.

## ***How to Use this Guide***

This guide is not intended as a stand alone document and it is expected that in addition to this guide, applicants have read the “Guide to Applying for Approval (Air & Noise)” PIBS 4174 prior to submitting a Auto PSB application to EAAB.

In addition to this introduction section, this guide has 2 main sections: the Approvals Process and the Instructions for the Auto PSB Application Form. The Instruction section walks through the Auto PSB Application Form and provides information and guidance that will help applicants correctly complete the electronic version of the Auto PSB Application Form.

**Applicants that submit an application package with an Auto PSB Application Form are accountable to follow the requirements of this document.** Incomplete applications will be screened out of the approvals process at the time of submission and will be cancelled and returned. Applications that contain technical deficiencies will be refused.

If an applicant still has questions about the Auto PSB Application Form after reading all of the guidance material may contact a Client Service Representative from the EAAB, who will be pleased to answer your questions.

General information on the CsofA Program is available on the ministry web site at: <http://www.ene.gov.on.ca/envision/general/CsofA.htm>.



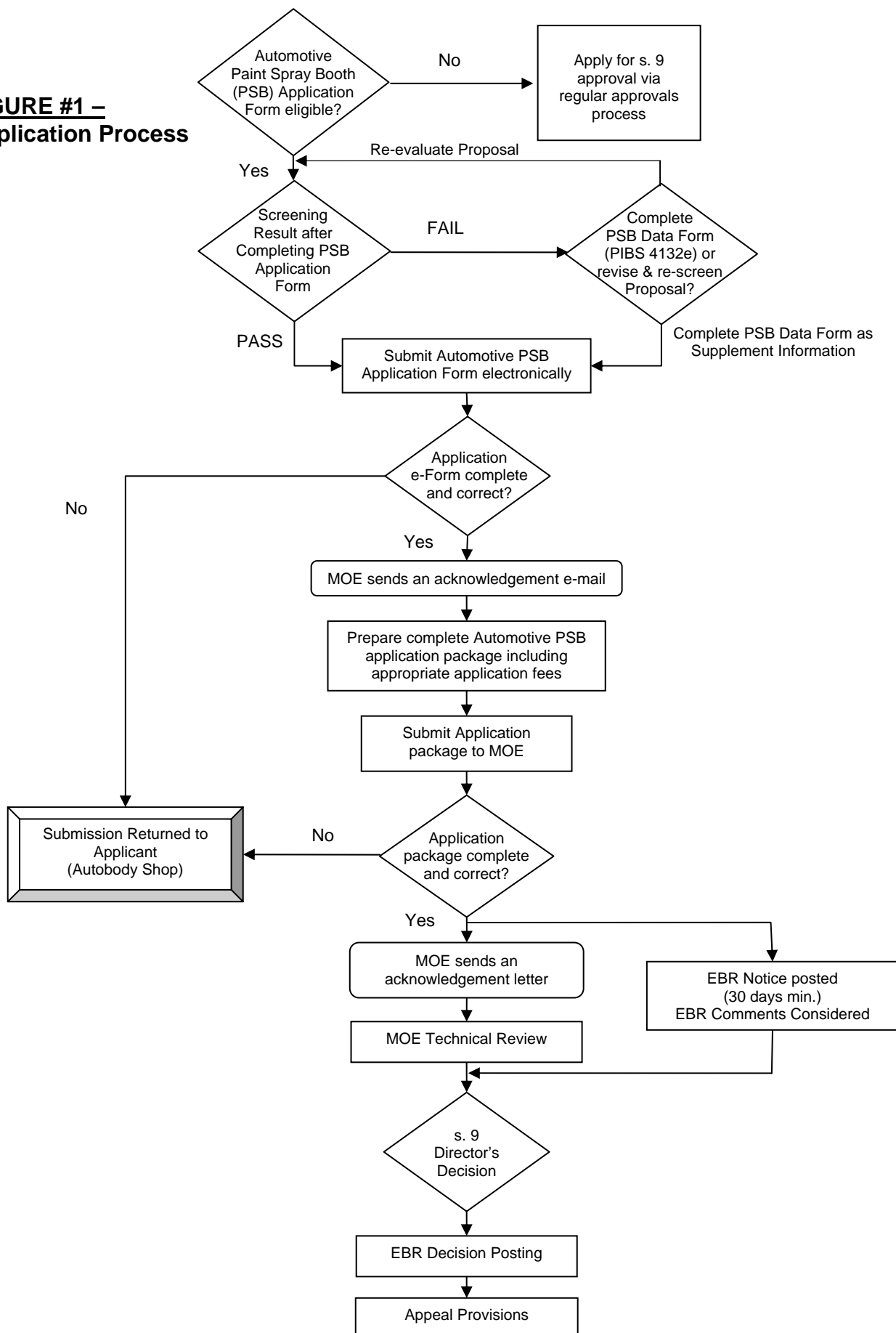
## **PART 1 – APPROVALS PROCESS FOR AUTOMOTIVE REFINISHING PAINT SPRAY BOOTHS**

As noted above, the intention of Auto PSB Application Form is to identify and expedite autobody shop applications that i) meet the eligibility requirements and ii) have “PASS” the screening process. This section will explain the basic principles of the Auto PSB Application Form.

Please refer to Figure # 1 - Application Process for an overview of the automotive paint spray booth application process.

### **1.1. *Penalty for False Information***

The Auto PSB Application Form has been designed to increase the level of emitter accountability in the CsofA application process. Applicants are reminded that it is an offence under Section 184 of the EPA to knowingly give false information to the ministry in respect to matters under the Act or Regulations. Penalties for this and other violations could result in fines of up to \$4,000,000 for the first conviction and up to \$6,000,000 for each subsequent conviction where the offence is committed by an individual, and \$6,000,000 and \$10,000,000 respectively where the offence is committed by a corporation.

**FIGURE #1 –  
Application Process**

## **1.2. Stage 1 –Application Preparation**

The applicant is responsible for preparing a complete application package in order to obtain approval under Section 9 of the EPA. The work to be completed in this stage is independent of the ministry process and timing will be highly variable based on the available resources and background information available to the applicant.

This stage primarily consists of the completion of the Auto PSB Application Form and compilation of the required supporting information/documentation to accompany the submission, as outlined in this guide. Please refer to the “Guide to Applying for Approval (Air & Noise)” for additional instructions on how to complete the Auto PSB Application Form.

### **Eligibility Requirements**

There are 10 main eligibility requirements for Auto PSB Application Form submission:

1. Applicants using the Auto PSB Application Form must be classified under the North American Industry Classification System (NAICS) Code of 811121 for Automotive Body, Paint and Interior Repair and Maintenance.
2. Applicants using the Auto PSB Application Form cannot have any outstanding environmental issues or complaints. For example, existing abatement issues, complaints received by the ministry regarding a potential adverse effect of air or noise emissions from the facility, etc.
3. The proposal made through the Auto PSB Application Form must not be subject to the requirements of the *Environmental Assessment Act* (EAA) or exempted from the EAA by regulation.
4. The application must be for a stationary paint spray booth. Mobile paint spraying operations are not eligible to use the Auto PSB Application Form.
5. The facility is required to comply with Section 18 of O. Reg. 419/05. Section 18 corresponds to the requirement to comply with the standards in Schedule 1.
6. The facility will be deemed as one property without including the emissions of adjacent properties.
7. The facility cannot have any previous notices or orders under O. Reg. 419/05 issued to the facility. These notices may include:
  - s. 7(1) Specified dispersion models
  - s. 8(2) Negligible Sources
  - s.10(2) Specified dispersion models
  - s.11(2) Emission rates
  - s.13(2) Meteorological data
  - s.14(4) Area of modelling coverage
  - s. 20(4) Speed-up request.

8. No request for approval for an alteration of a Schedule 3 standard under s. 32 of O.Reg. 419/05 has been made for this facility.
9. There is no reason to believe that the facility exceeds any s.30 Upper Risk Thresholds (Schedule 6) of O.Reg. 419/05.
10. The facility's hours of operation must be between the hours of 7:00 am to 7:00 pm.

Applicants that do not meet the above eligibility requirements should follow the application process outlined in the "Guide to Applying for Approval (Air & Noise)".

Applicants that meet the eligibility requirements may proceed with the application process by completing the Auto PSB Application Form. The Auto PSB Application Form has a built-in screening process that requires the applicant to enter information about the facility; for example, the building dimension or stack parameters. When all the information is entered in the Auto PSB Application Form, the results from the screening process will be either a "PASS" or a "FAIL".

A "PASS" indicates that based on the information entered the autobody shop is capable of operating in compliance with the applicable ministry regulations and guidelines (note: that this will be verified by EAAB). Given, the screening process is based on conservative assumptions the ministry can use the screening information and results to assist in the technical review process resulting in a fast tracked technical review process.

A "FAIL" does not necessarily indicate that the autobody shop cannot operate in compliance with the applicable ministry regulations and guidelines. It does, however, indicate that based on the conservatism and assumptions built into the screening process compliance cannot be determined based on the information provide. As a result, the applicant can i) modify the physical parameters of the facility based on screening feedback (and re-screen to possibly obtain a "PASS") or ii) provide more detailed information for the autobody shop operations and physical parameters. Applicants that accept the "FAIL" result are required to prepare additional information outlined in the form titled "Automotive Paint Spray Booth Data Form" PIBS 4132e to supplement the Auto PSB Application Form. Given the additional verification and review required, these facilities cannot be fast tracked.

Applicants that require assistance in completing their Auto PSB Application Form, preparing the "Automotive Paint Spray Booth Data Form" or using the ministry's approved dispersion models may contact their industry association or consult the yellow pages of your telephone book which provides a list of environmental consultants who may be qualified in preparing the "Automotive Paint Spray Booth Data Form". In addition, the manufacturer of your paint booth or your paints may be able to provide you with assistance or direction in obtaining qualified technical assistance.

Please note that the final decision regarding eligibility to submit an application with the Auto PSB Application Form lies with the ministry and applicants may be rejected from submitting an application through the Auto PSB approval process for several reasons that include, but are not limited to, facility complexity; contaminants of concern; or increased public interest in the application.

## **Pre-submission Consultation**

Pre-submission Consultation with the appropriate local ministry District Office is available prior to submitting an Auto PSB Application Form. The locations and addresses of the District Offices are listed on the ministry web site <http://www.ene.gov.on.ca/envision/org/op.htm#Reg/Dist>.

Applicants are recommended to consult with the local District Office to discuss if there are any site-specific issues that will affect the application and indicate in the cover letter to the EAAB Director who the ministry District Office employee contact is.

### **1.3. Stage 2 – Application Submission**

#### **Auto PSB Application Form Electronic Submission**

The Automotive Paint Spray Booth applications must use the Auto PSB Application Form (PIBS 4133e) available on the ministry website. The Auto PSB Application Form submitted electronically must be the most recent version; applicants are required to check for amendments immediately prior to submitting the application.

Auto PSB application Form submission for applications will occur in the following steps:

1. The completed Auto PSB Application Form must be submitted by e-mail to [CsofAeSubmission@ontario.ca](mailto:CsofAeSubmission@ontario.ca).
2. Once the application has been received and a preliminary screen for completeness and eligibility has been conducted, EAAB will send an acknowledgement e-mail to the applicant with an MOE reference number.

Applicants that have obtained a “FAIL” screening result are required to prepare and submit “Automotive Paint Spray Booth Data Form” with their application package.

### **1.4. Stage 3 – Submission of Hard Copy**

Within 5 business days of receipt of the MOE reference number the applicant must provide two (2) hard copies of the complete application to EAAB and a single hard copy of the application to the appropriate local ministry District Office. The hard copy submissions must include:

- a. 1 copy of the completed Auto PSB Application Form, the statement of applicant must be signed;
- b. 1 copy of all ministry required supporting documentation outlined in Section 2.12 of this guide;
- c. a print out of the cover letter that was attached with the MOE acknowledgement e-mail indicating the assigned MOE reference number;
- d. 1 copy of the “Request Under s.20(4) of Regulation 419/05 for Automotive Paint Spray Booths” form, the statement of requestor must be signed (if you PASS the screening);
- e. 1 copy of the “Automotive Paint Spray Booth Data Form” (if you FAIL the screening);
- f. a cover letter that:

- i. is submitted on **BLUE paper**;
- ii. is addressed to the Section 9 Director identifying that this application is under the automotive paint spray booth application process;
- iii. includes the MOE reference number
- iv. confirms that two (2) copies of the complete application has been submitted to EAAB;
- v. confirms that a complete copy of the application has been sent to the District Office; and
- vi. includes a statement identifying the ministry District Office employee that was consulted for the pre-consultation and the date(s) of the pre-consultation (if applicable); and
- g. all required application fees.

### **1.5. Stage 4 – PSB Application Package Review**

In this stage, the hard copy submission including the Auto PSB Application Form and supporting information/documentation are screened for completeness and conformance with this guide.

Once the application has been received and screened for completeness, the ministry will send the applicant either:

1. an acknowledgement letter stating that the application has been received and may provide additional instructions to the applicant, as required; or
2. the returned application along with the reasons the application was found to be incomplete. Fees will be returned, less the \$200 non-refundable administrative processing fee.

#### **EBR Proposal Notice**

It is at this stage that a notice of the application will be posted on the Environmental Bill of Rights Environmental Registry, if applicable. As required by the *Environmental Bill of Rights* (EBR) Act, the ministry must post a Proposal Notice on the Environmental Registry for all Section 9 EPA, Class 1 Instruments, unless otherwise exempt. Please refer to the “Guide to Applying for Approval (Air & Noise)” for more information.

For applications subject to the EBR, the Director’s final decision on approval cannot be rendered until the notification period has expired and only after all relevant comments have been taken into consideration. This process will run concurrently with the Application Review.

#### **Technical Application Review**

In this stage EAAB Review Engineers assess and verify the information provided in the Auto PSB Application Form, the applicant’s eligibility for the automotive paint spray booth application process and the supporting information/documentation against ministry requirements. Review Engineers will hold applicants accountable to document compliance.

Applications may be returned or applicants may be required to submit supplementary information through the “Automotive Paint Spray Booth Data Form” at anytime during the review process. Generally, applications will be returned if:

- a non-compliance is identified; or
- the application is identified as technically deficient because it does not meet published ministry requirements.

### **Regional/District Input**

As outlined in Section 1.4 above, applicants must submit a copy of the PSB application package to the local District Office. EAAB requests comments from the local District Office on each application. EAAB is looking for local comments on site-specific issues that may not be provided by the proponent including:

- existing abatement issues;
- complaint history;
- unusual terrain characteristics or elevated receptors; and
- any other local concerns from the District.

Significant local concern could make the applicant ineligible for the PSB approval process.

### **Recommendation/Refusal for Approval**

Upon completion of the technical review, the Review Engineer prepares a recommendation to the Section 9, EPA Director to either approve the application, in which case she/he would prepare a Certificate of Approval (CofA), or to refuse the application.

In addition to the technical review, this recommendation considers the District Office input and any public input through the EBR process.

## **1.6. Stage 4 - Approval Decision**

The Section 9, EPA Director will consider the recommendation from the Review Engineer and make a decision. In granting an approval, the ministry will impose terms and conditions on the CofA. These conditions cover the operation and performance of the equipment, maintenance of air pollution control devices (where applicable) and the minimum performance requirements necessary to achieve compliance with all the EPA and applicable ministry Regulations and Guidelines.

The CofA is in force once the Section 9, EPA Director has signed or approved the CofA.

For applicants using the Auto PSB application process, the CofA is provided electronically to the applicant, the applicant's technical contact and the local District Office. Please ensure that the correct e-mail addresses are provided on the Auto PSB Application Form.

### **Decision Notice Requirements**

Upon issuance of the CofA a Decision Notice on the final decision will be provided to the public via the Environmental Registry, unless the proposal was exempt from being posted.

The notice will include the outcome of the ministry's review of the application, how many comments were received on the proposal notice, as well as what impact these comments had on the decision to issue or refuse the CofA.

## **1.7. Stage 5 - Appeal Provisions**

Section 139 of the EPA allows the applicant to request a hearing by a tribunal if the Director:

- refuses to issue or renew, or cancels or suspends a CofA;
- imposes terms and conditions in issuing a CofA; or
- alters the terms and conditions or imposes new terms and conditions of a CofA after it is issued.

In addition to the applicant's rights of appeal, if certain conditions are met, any resident has third party appeal rights to the EBR and may ask a tribunal for the opportunity or "leave" to appeal a CofA through the EBR. For more information on appeal provisions please refer to the "Guide to Applying for Approval (Air & Noise)".



## PART 2 – INSTRUCTIONS FOR THE PSB APPLICATION PROCESS

This section explains in detail the information that must be included in a complete PSB application package.

**If the application is missing any of the mandatory information, the application will be returned to the applicant.**

### **2.1. General Information and Instructions**

#### **Interactive Features**

Several interactive features have been incorporated to assist the applicant with completing the Auto PSB Application Form. To take advantage of all these features, the form must be completed using version 8 or above of the free Adobe Acrobat Reader software, available at [www.adobe.com](http://www.adobe.com). Some features may not work as expected in earlier versions of the program or with other PDF reader software.

The form can be filled in and saved using the free Acrobat Reader software.

#### **Electronic Auto PSB Application Form Features**

The form will calculate certain values based on the information entered by the user. For example, the cost associated with the application is calculated automatically by the form.

The Application Summary section of the form will indicate if any section of the form has not been completed. **The form cannot be submitted until the “Completed (yes or no)” column reads “Yes” for all of the required information.** In other words, the form cannot be submitted until it has been fully completed. Each section of the form will be identified as complete (green checkmark) or incomplete (red X). The checkmark or X will appear on the left hand side of the form, next to the section heading. A corresponding checkmark or X will appear next to the section heading on the Application Summary page.

If a specific field or section of the form is not required to be completed based on information already entered in the form, the user will be unable to enter information into the “not required” field(s). For example, if the user indicates that the site address in the form is the same as the Applicant Physical Address, the same address information is not required to be entered a second time.

#### **General Instructions**

Applicants are responsible for ensuring that they are working with the most recent Auto PSB Application Form. When completing the Auto PSB Application Form in addition to this guidance document please refer to the “Guide to Applying for Approval (Air & Noise)” PIBS 4174.

## Part 2 – Instructions for the PSB Application Process

To obtain the Auto PSB Application Form and supporting documentation, please refer to the publications section on the ministry Internet site at [www.ene.gov.on.ca](http://www.ene.gov.on.ca) or contact the Environmental Assessment and Approvals Branch by telephone at 1-800-461-6290 (locally at 416-314-8001) or by e-mail at [EAABGen@ene.gov.on.ca](mailto:EAABGen@ene.gov.on.ca).

Questions regarding completion and submission of this application should be directed to the Environmental Assessment and Approvals Branch of the ministry at the address below.

Environmental Assessment and Approvals Branch  
2 St. Clair Ave. W. Floor 12A  
Toronto, ON M4V 1L5  
Phone: 416-314-8001  
Toll Free: 1-800-461-6290  
Email: [EAABGen@ene.gov.on.ca](mailto:EAABGen@ene.gov.on.ca)

The completed form should be submitted by e-mail to [CsofAeSubmission@ontario.ca](mailto:CsofAeSubmission@ontario.ca). Once the application has been received, the applicant will receive a reference number and additional instructions for submitting the hard copy application package and supporting information.

**Information contained in the Auto PSB Application Form is not considered confidential and will be made available to the public upon request.** Information submitted as supporting information may be identified by the applicant as confidential but will be subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and the *EBR*. If the applicant does not identify confidentiality at the time of submitting the information, the ministry may make the information available to the public without further notice to the applicant. For more information, please refer to Section 4.9 of the “Guide to Applying for Approval (Air & Noise)”.

## **2.2. PSB Application Eligibility Screening Questionnaire**

This section requires applicants to verify that they meet the eligibility requirements of the Auto PSB Application Form process. To submit an application using the Auto PSB Application Form, the facility that is the subject of the application must meet all of the eligibility criteria.

**Applications that are not eligible to use the Auto PSB Application Form must be submitted using the standard Application for Approval - Air & Noise (PIBS 4173e) form.**

## **2.3. Return Email Address**

This e-mail address will be used for initial correspondence between the ministry and the applicant. Once the application has been submitted to the ministry, an application reference number will be generated. This reference number (and instructions for submitting the hard copy application packages) will be sent to the e-mail address that is provided in this field.

This e-mail address may be either the applicant or the Technical Contact depending who is responsible for mailing in the hard copy.

## **2.4. Application Summary**

This section requires the applicant to provide summary information about the project.

**Project Name** – A project identifier that will be used as a reference in correspondence. This reference may be a project number or any other unique identifier used by the applicant.

**Project Description Summary** – A brief description of the proposal. This information will be used in the Notice that is posted on the Electronic Registry for those proposals which are subject to the EBR. The ministry reserves the right to change the wording of the description, as required, to ensure that the public is correctly notified of the subject of the application. The description should be simple and concise (typically under 100 words) and should include a summary of what is being applied for, indicating all the principal equipment installations or modifications, including pollution control equipment and the source which it controls, the reason for the application and an indication of discharges to the atmosphere. An example of a project description is included in the project description summary section on the Auto PSB Application Form. The project description should be modified to reflect on-site equipment, operations and emissions at the facility. For more information regarding the Environmental Bill of Rights and the Environmental Registry please refer to the “Guide to Applying for Approval (Air & Noise)”.

**Cost Summary** – The cost associated with the application will be calculated automatically based on the information entered in the electronic form. All costs are based on O.Reg.363/98 - 'Fees - Certificates of Approval'. For additional information relating to application costs, please refer to the “Guide to Applying for Approval (Air & Noise)”.

**Automotive Paint Spray Booth Screening Results** – This section self populates based on the information entered into the rest of the form. The result of whether or not the application passes the screening process will be calculated based on the information entered and displayed.

## **2.5. Statement of Signing Authority**

This section requires the applicant to identify a signing authority who is responsible for the equipment/facility. The signing authority is accountable for the application and is responsible for the validity of information submitted to the ministry.

**An application is only considered valid if it is signed by a person who has the authority to bind the applicant and is responsible for obtaining the required Section 9 approval.**

The following are examples of persons who can be considered signing authorities:

Corporation	Authorized official with the authority to bind the corporation;
Individual/Sole Proprietor:	The person whose birth certificate, passport or other document verifying the legal name of the individual is attached to the application;
Partnership (Limited):	A partner as named in the declaration under the Limited Partnerships Act as obtained from the ministry of Consumer and Business Services of the Partnership which is attached to the application;
Partnership (General):	A partner listed in the documents submitted that verify legal names of all entities constituting the partnership named in and attached to the application.

**Auto PSB Application Form** - The following information must be provided in this section of the electronic submission: *Name of the Signing Authority*; *Title* (e.g. Owner, CEO, etc.); *Telephone Number* ; *Fax Number*; the signing authority's complete *Address Information* - if different than the applicant's physical address (as provided in Section 3: Address and Contact Information).

**Hard Copy Auto PSB Application Form** - In addition to the information required in the electronic application submission **the Signing Authority must sign and date the hard copy of the form** (neither a signature nor the date can be entered electronically).

## **2.6. Statement of Project Technical Information Contact**

This section requires the applicant to identify a Technical Information Contact for the application. The technical information contact was responsible for the preparation of the Auto PSB Application Form and Automotive Paint Spray Booth Data Form. The Technical Information Contact may be the applicant or a consultant hired by the applicant.

This person may be contacted by the ministry should there be any technical questions regarding the application. This person must have the authority to act on behalf of the applicant in order to obtain the CofA for the equipment or facility that is the subject of the application. This includes the authority to commit the applicant to design changes in the event that technical issues arise during the review of the proposal, terms and conditions and submit additional supporting information that may limit the applicant's operating conditions. **This section of the form is required to be completed, even if the applicant is also the technical contact.** If the technical contact for the application is not the person identified as the Signing Authority in the section above, please check the box labelled 'No'.

For more information regarding the Technical Information Contact please refer to Section 4 of the "Guide to Applying for Approval (Air & Noise)".

**Auto PSB Application Form** - The following information must be provided in this section of the electronic submission: *Name of the Technical Information Contact*; *Company* of the Technical information contact if different from the applicant; *Telephone Number* ; *Fax Number*; the Technical Information Contact complete *Address Information* - if different than the applicant's physical address (as provided in Section 3: Address and Contact Information).

**Hard Copy Auto PSB Application Form** - In addition to the information required in the Auto PSB Application Form **the Technical Information Contact must sign and date the hard copy of the form** (neither a signature nor the date can be entered electronically).

## **2.7. Address and Contact Information**

### **2.7.1 Applicant Information**

The applicant must be the owner or operator of the facility or equipment that is the subject of approval. Applicants must provide proof of their legal name and if the applicant is a corporation, partnership or registered sole proprietorship, proof that the corporation/partnership/sole proprietorship is an ongoing entity. Proof of legal name can include a copy of a birth certificate or drivers licence for an individual or a copy of the Master Business Licence (MBL) for a company or organization.

Information concerning the MBL can be obtained by contacting Ontario Business Connections, Ontario ministry of Government Services at 1-800-565-1921 or (416) 314-9151, or access their website at <http://www.cbs.gov.on.ca>.

**Business Identification Number** – This is the business identification number assigned to a registered business by the Ontario ministry of Government Services.

**Applicant Type** – The applicant must indicate the type of legal entity that the applicant represents. Unless the applicant is a municipal, provincial or federal government, a proof of legal name of the applicant must be submitted with all hard copy applications. For more information regarding an acceptable proof of legal name document for a particular Applicant Type please refer to the "Guide to Applying for Approval (Air & Noise)".

This section self populates based

*North American Industry Classification System (NAICS) Code* –The applicant's business endeavours must be classified under an NAICS Code that allow for automotive refinishing operations. The Auto PSB Application Form identifies a NAICS Code of 81121 for autobody shops.

*Business Activity Description* – The applicant must provide a narrative description of the applicant's business endeavour.

## **2.7.2 Applicant Physical Address**

This section requires the applicant to identify the physical location of their *business office*.

For more information regarding the address & contact information required please refer to Section 4 of the "Guide to Applying for Approval (Air & Noise)".

## **2.8. Site Information**

This section requires the applicant to identify the location of the equipment/facility that is the subject of the application.

### **2.8.1 Site Location**

*Site Name* – The name of the works, plant, etc. This name will be used to identify the subject of the application in any correspondence. Examples: Plant 1\ Facility 2.

*Ministry District Office* – The Ministry District Office responsible for the area in which the works or facility is located. A map showing the District Office coverage areas is available in on the ministry website at [www.ene.gov.on.ca](http://www.ene.gov.on.ca).

*Site Geo-Reference* – This is the geographic location of the site identified as point, line or polygon coordinates of the site in reference to the Universal Transverse Mercator (UTM) grid adopted for this purpose by the ministry. Map datum and zone that should be used is NAD80 and the geo-referencing point that should be used is the southwest corner of the facility property.

The geo-reference data required to be provided are as follows:

- **Map Datum** -this is the UTM datum of the map or GPS (Global Positioning System) used to specify position of the point or points of reference; currently, there are two map datums in use in North America, namely, the North American Datum 1927 (NAD27) and NAD83. The NAD83 is preferred as the current Ontario Base Maps are constructed using this datum. However NAD27 is acceptable.
- **Zone** - this is the UTM Zone within which the site is located; there are four UTM Zones within Ontario, namely 15, 16, 17 and 18.

- **Accuracy Estimate** - this is the accuracy (+/- metres) of the provided UTM Northing and Easting coordinates for the point(s) of reference; the accuracy of the data depends on the method the data is generated, e.g. the accuracy of direct geodetic survey may be less than 1 metre, a GPS (depending on its quality) may guarantee accuracy from 1-10 metres to more than 10-30 metres, and a topographic map a 10-100 metre accuracy.
- **Georeferencing Method** - this is the method used to generate the data for the provided UTM Northing and Easting coordinates for the point(s) of reference; these could be determination by geodetic survey, estimation from a map, a GPS or any other specified method.
- **UTM Easting** – this is the distance in metres from the western delimiter of the points of reference UTM Zone to the point of reference.
- **UTM Northing** – this is the distance in metres from the equator to the point of reference.

**Note:** The site geo-reference point(s) identified in this section must be shown on a Scaled Plan which must be submitted with all applications.

## 2.8.2 Site Zoning and Classification

*Land Owner* – If the applicant is not the owner of the land upon which the equipment or facility is located, they must receive written consent to the installation and operation of the equipment or facility that is the subject of the application. In addition to written consent, this signed letter should also include the name and address of the land owner. **A copy of the letter must be included with the hard copy submission.**

*Operating Authority* – If the applicant is not the operating authority, the operating authority's name, address and phone number must be attached to the Auto PSB application form. Please note, **copies of any agreements between two or more parties associated with the source of air emissions, as may exist between the owner of the equipment and the operator must be submitted with the hard copy submission of the application.** However, the ministry is not bound by the contractual or informal relationships between parties in respect of any action which may be taken in response to a contravention of the Act, the Regulations or the Certificate.

*Niagara Escarpment Planning and Development Act (NEPDA)* – To determine if the project is located in an area of development control, applicants should contact the Niagara Escarpment Commission. Any project that is subject to the NEPDA and has not received a Development Permit cannot be approved under the EPA. **A copy of the NEPDA Development Permit must be attached to the hard copy application if applicable.**

*Oak Ridges Moraine Conservation Act* – To determine if the project is located in the Oak Ridges Moraine Conservation Area as defined by the Oak Ridges Moraine Conservation Plan (ORMCP) (a regulation made under the Oak Ridges Moraine Conservation Act), applicants should contact the municipality in which the subject site is located. Any project that is subject to the ORMCP and has not received Municipal Planning Approval cannot be approved under the EPA. **A copy of the Municipal Planning Approval must be attached to the hard copy application if applicable.**

## **2.9. Facility Information**

### **2.9.1 Paint Spray Booth Information**

*Number of Paint Spray Booths* – Select the total number of paint spray booths (maximum of three) located onsite that belong to the applicant. If there are more than one paint spray booth onsite, enter the information for all paint spray booths in the drop down boxes provided. This includes preparation (prep) stations where paint spraying operations occur.

Note: If paint spraying operations occur in a prep station, it should be considered as a paint spray booth. In addition, if only one paint spray booth requires a Certificate of Approval (for example, in an amendment to a Certificate of Approval to add a paint spray booth), emissions from ALL paint spray booths in the facility must be accounted for as per Section 9 of the Environmental Protection Act.

*Paint Products used at the Facility* – Select the combination of paint coating used at the facility from the following options: solvent based, water based or both.

*Paint Spray Booth with More than One Exhaust Stack* – Indicate if any paint spray booths have more than one exhaust stack. Select either 'yes' or 'no' for each applicable spray booth. If the answer is 'yes', you need to enter the number of exhaust stacks for each paint spray booth and indicate if the stacks are identical or not.

*Exhaust Filtration System* – The paint spray booth must be equipped with either a water wash filtration system or a dry filtration system. Indicate if the booth is equipped with a water wash filtration system. Select either 'yes' or 'no'. If the answer is 'no', the Auto PSB Application Form will default to a dry filtration system for the paint spray booth, which will trigger the applicant to input the dry filter area and booth dimensions.

*Filter Area* – Enter the total filter area (applicable only to the dry exhaust filtration system) of the paint spray booth in square metres (m<sup>2</sup>).

Note: The ministry recommends the following for dry exhaust filter pad installations:

- An effective combined pad area for the exhaust of at least 0.4 x booth width x booth height.

If the criterion for filter area is not met,

- The booth must have adequate filtration to allow a filtering velocity between 0.5 to 2.5 m/s where,

$$\text{Filtering velocity (m/s)} = \text{exhaust flow rate (m}^3\text{/s)} \div \text{filter area (m}^2\text{)}$$

*Inner Dimensions of the Booth* – Provide the inside dimensions of the booth in metres (m). The length, width and height of the booth must be entered. This information can be obtained from the manufacturer's paint booth specification sheet or manually measured.

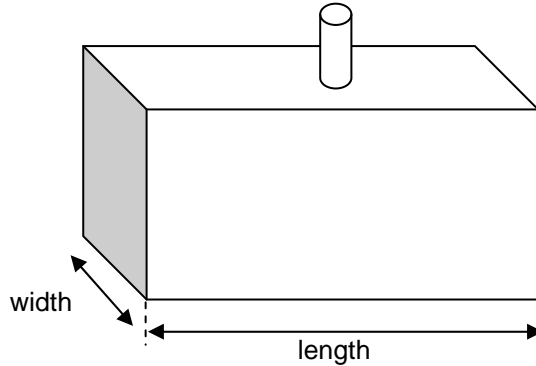
*Previously Approved Booth* – Indicate whether the paint spray booth is currently approved as part of an existing Certificate of Approval by selecting either 'yes' or 'no' for each spray booth. If the answer is 'yes', you need to indicate whether any modifications to the booth parameters or paint formulations applied in the booth since the Certificate of Approval was issued.



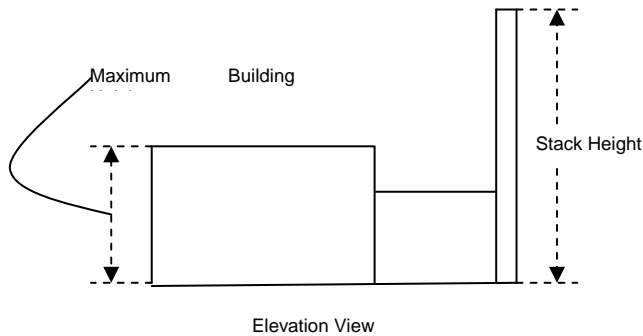
## 2.9.2 Building Parameters

*Building Dimensions* – Enter the building dimensions in metres (m) as described below:

- **Building Length**  
The length is defined as the longer side of the building housing the paint spray booth.
- **Building Width**  
The width is the shorter side of the building housing the paint spray booth.

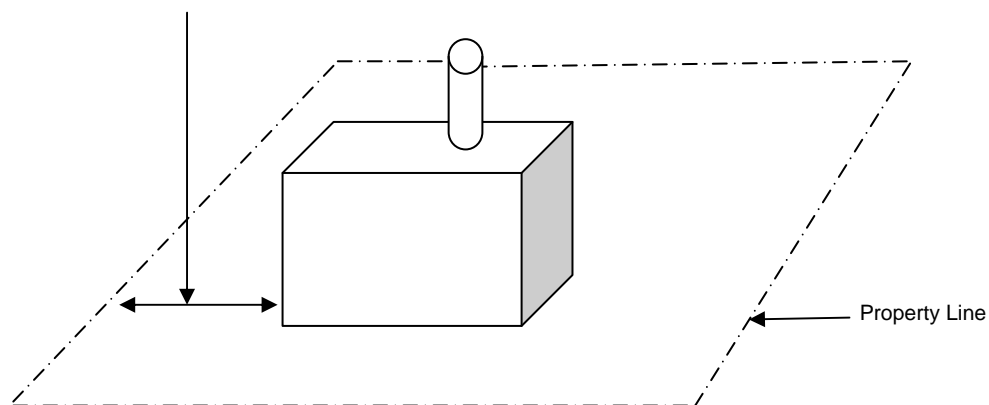


- **Building Height**  
This is the maximum height of the building excluding small structures such as elevator penthouses.

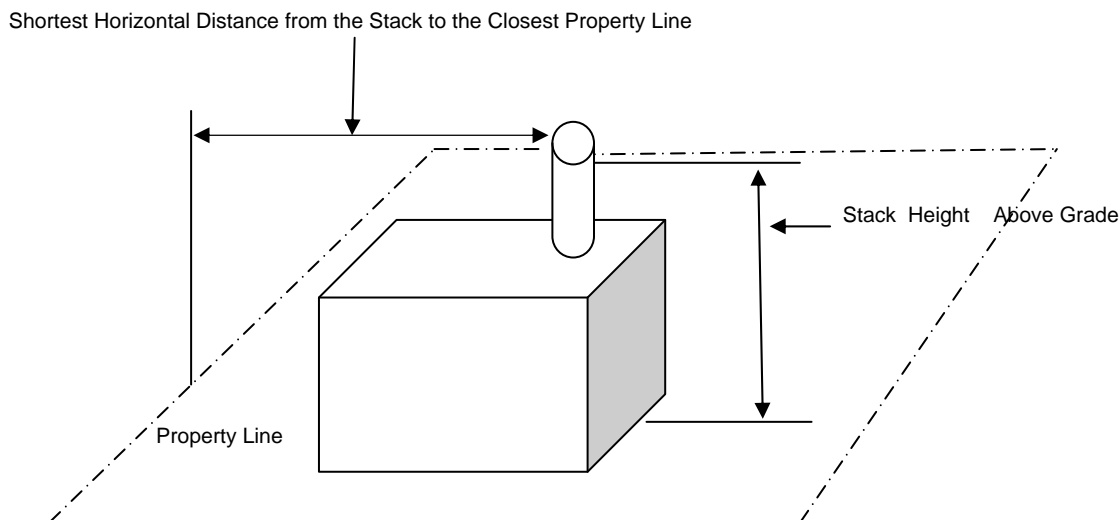


*Shortest Horizontal Distance from the Building to the Closest Property Line* - Enter the shortest horizontal straight-line distance from the building edge to the closest property line, in metres (m); see figure below for illustration.

Shortest Horizontal Distance from Any Building Wall to the Closest Property Line



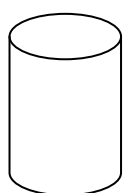
**Shortest Horizontal Distance from the Stack to the Closest Property Line** - Enter the shortest horizontal straight-line distance from the stack to the closest property line, in metres (m); see figure below for illustration.



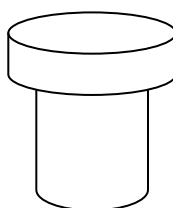
### 2.9.3 Stack Parameters

**Stack Exhaust Exit Type** - The figure below illustrates various stack head designs for the exhaust stack. The ministry recommends that exhaust stacks have no caps to redirect the exhaust downwards. Select one type from the drop down list of the following options: Straight Exhaust (includes all types of dampers), Velocity Cone, Rain Ring, Rain Cap or Other.

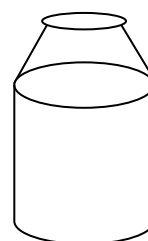
#### Exhaust Stack Head Designs - Recommended



Straight

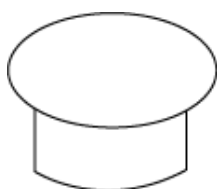


Rain Ring

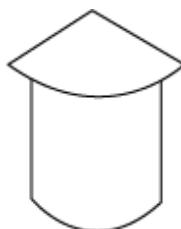


Cone

#### Exhaust Stack Head Designs - Not Recommended



Mushroom

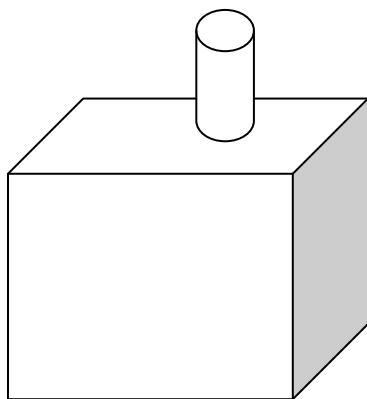


Chinese Hat

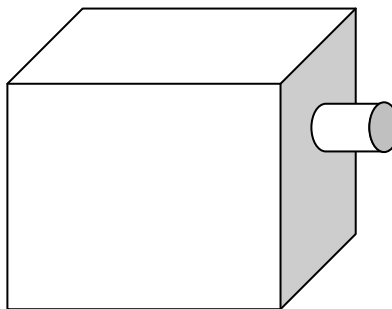


Elbow

**Vertical Stacks** - The figure below illustrates various exhaust stack orientations. The ministry recommends that exhaust stacks be vertical to provide proper dispersion of the exhaust plume. Select either 'yes' or 'no'; see figure below for illustration.

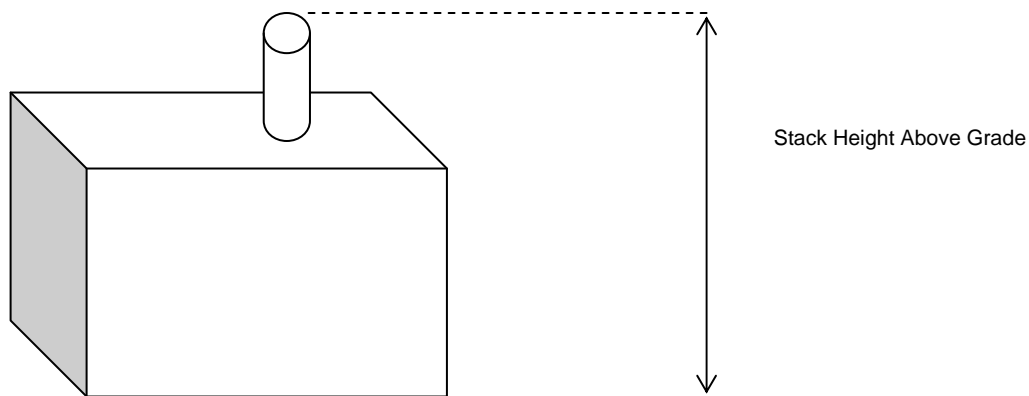


Vertical Stack

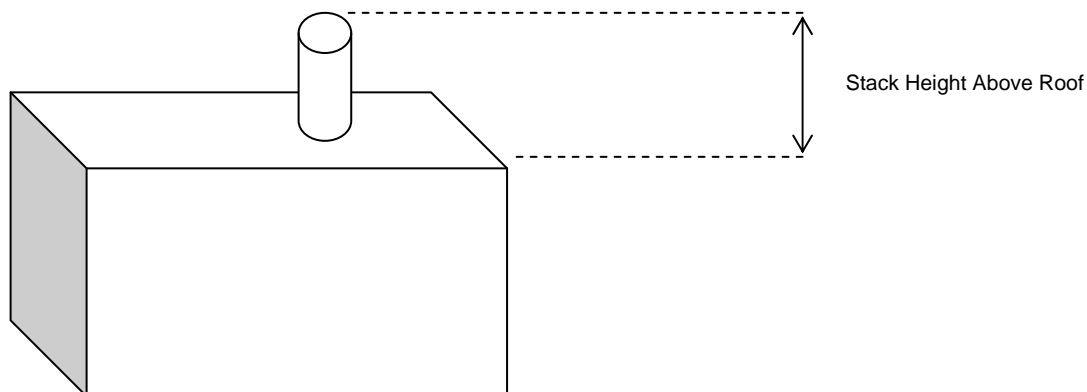


Horizontal Stack

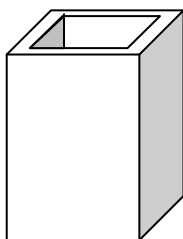
**Stack Height Above Grade** - Enter the stack height above grade (i.e. ground level), in metres (m). For facilities where the property elevation varies significantly at the site a reference grade should be identified and used for stack height measurements; see figure below for illustration.



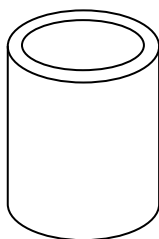
**Stack Height Above Roof** - Enter the stack height above roof, in metres (m); see figure below for illustration.



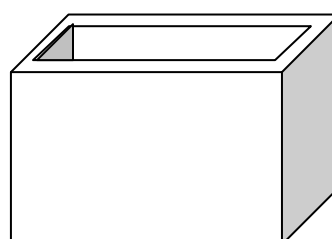
**Shape of Exhaust Stack** - Select the shape of the exhaust stack from the drop down list of the following options: Circular, Rectangular or Square; see figure below for illustration.



Square Stack



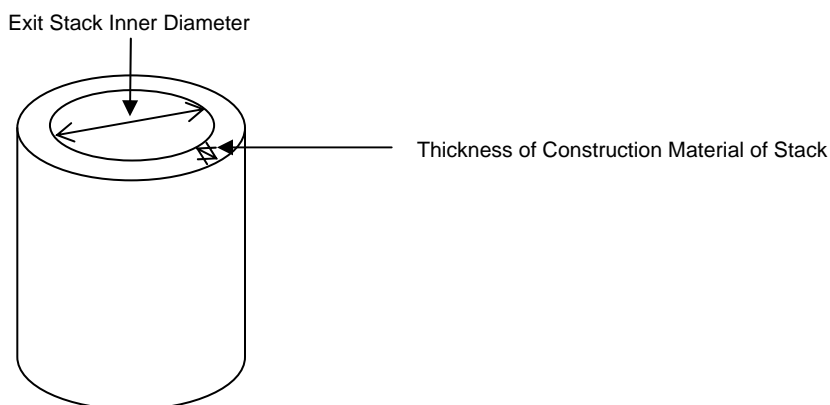
Circular Stack



Rectangular

The next set of questions is determined by the selected shape of the exhaust stack.

**Stack Exit Diameter (Circular Stacks Only) or Stack Dimensions (Non-Circular Stacks Only)** - If a circular stack is chosen, the form would require the applicant to enter the inner diameter of the stack at the exit point, in metres (m); see figure below for illustration.



Alternatively, if a square or rectangular stack is chosen, the form would require the applicant to enter the dimensions (i.e. length and width) of the stack at the exit point, in metres (m).

**Volumetric Flow Rate of the Exhaust Fan** - Enter the volumetric flow rate of the exhaust fan, in cubic feet per minute (cfm) or cubic metres per second (m<sup>3</sup>/s). The volumetric flow rate is the rated capacity of the paint spray booth fan. Paint spray booth manufacturers usually provide the volumetric flow rate of exhaust fans.

#### 2.9.4 Noise Parameters (Booth Fan Information)

**Distance from the nearest Stack to the Closest Point of Reception** - Enter the shortest straight line distance from the closest stack to the nearest existing or zoned for future use residential receptors, or any other Points of Reception (POR). See Appendix A for definition of POR.

Note: The distance to the nearest POR is measured from the top of stack to the property line of the POR.

The Auto PSB Application Form will calculate the minimum distances that will trigger the noise questions to determine if noise at the facility would be a concern to residential receptors or

other points of reception. If the noise questions are triggered, complete the noise sections as follows:

- **Site Location**

Choose one of the three options: Urban, Sub-Urban or Rural area

Urban – means an area with an acoustical environment typical of a major population centre, where the background noise is dominated by the urban hum.

Sub-Urban – means an area with an acoustical environment that has qualities representative of both Urban and Rural, and in which a low ambient sound level, normally occurring only between 11:00pm and 7:00am in Urban area, will typically be realized as early as 7:00pm. Other characteristics which may indicate the presence of a Sub-Urban area include:

- absence of urban hum between 7:00pm and 11:00pm
- evening background sound level defined by natural environment and infrequent human activity
- no clearly audible sound from stationary sources other than from those under assessment

Rural – means a rural area with an acoustical environment that is dominated by natural sounds having little or no road traffic such as the following:

- a small community with less than 1000 population
- agricultural area
- a rural recreational area such as a cottage or a resort area; or
- a wilderness area

- **Fan Type**

Select the applicable fan type and fan diameter size.

NOTE: Available options are: -

Type 1 – Centrifugal air foil, backward curved or inclined blade, under 30 inches

Type 2 – Centrifugal air foil, backward curved or inclined blade, under 30 inches

Type 3 – Centrifugal, forward curved blade, all sizes

Type 4 – Centrifugal radial, forward curved blade, over 40 inches

Type 5 – Centrifugal radial, forward curved blade, under 40 inches

Type 6 – Centrifugal radial, straight blade, over 40 inches

Type 7 – Centrifugal radial, straight blade, 20 to 40 inches

Type 8 – Centrifugal radial, straight blade, under 20 inches

Type 9 – Tubeaxial, over 40 inches

Type 10 – Tubeaxial, under 40 inches

Type 11 – Vaneaxial, over 40 inches

Type 12 – Vaneaxial, under 40 inches

Type 13 – Propeller, all sizes

- **Fan Peak Static Pressure**

Enter the peak static pressure of the fan in inches water gauge. Paint spray booth manufacturers might provide the fan peak static pressure in pound per square inch (psi) or Pascal (Pa). Refer to Appendix B of this document for the conversion factor to convert from psi or Pascal to inches water gauge.

### 2.9.5 Additional Facility Information

*Number of Paint Mixing Rooms* - Enter the total number of paint mixing rooms located onsite that belong to the company.

*Number of Prep Stations* - Enter the total number of prep stations located onsite that belong to the company. This excludes prep stations where paint spraying operations occur as these would be considered to be paint spray booths.

If there are paint mixing rooms and/or prep stations at your facility, the Auto PSB Application Form will prompt the applicant to enter stack parameters for all related exhaust stacks.

*Mixing Room/Prep Station* - Select the type of equipment (i.e. mixing room or prep station) to which the exhaust stack parameters apply. Refer to Section 2.9.3 for information on stack height above grade, stack height above roof, shape of exhaust stack, exit diameter/dimensions of stack and volumetric flow rate of exhaust fan. If the prep station or mixing room is equipped with dry filter pads, provide the total filter area supplied.

Note: If the prep station or mixing room does not have a separate exhaust stack but rather vents through the paint spray booth stack, the stack parameters of the paint spray booth should be provided instead. A comment on this arrangement should be provided in the section for additional information, notes or comments about the facility.

### 2.9.6 Multi-Tenant Facilities

*Multi-Tenant Buildings* - An example of a multi-tenant building is an Industrial Mall where each 'Unit' is occupied by one or more tenants. For such situations, it is important to determine the effect of one Unit's operations on the other neighbouring Units. Select 'yes' or 'no' to indicate whether or not the paint spray booth is located in a multi-tenant facility.

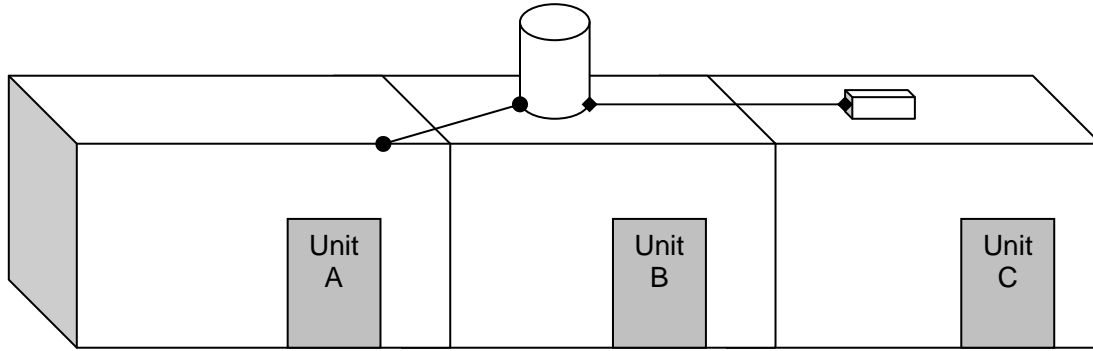
If you indicate that the booth is located within a multi-tenant building, the following questions will be triggered in the Auto PSB Application Form:

- **Shortest Horizontal Distance from the Spray Booth Exhaust Stack to the Closest Air Intake, Door or Openable Window of the Neighbouring Unit**

If your facility is a multi-tenant one, enter the shortest straight-line distance from the spray booth exhaust stack to the air intake, door or openable window of the closest neighbouring unit; see figure below for illustration.

## Part 2 – Instructions for the PSB Application Process

Shortest Horizontal Distance from the Booth Exhaust Stack to the Closest Door or Air Intake on the neighbouring Unit

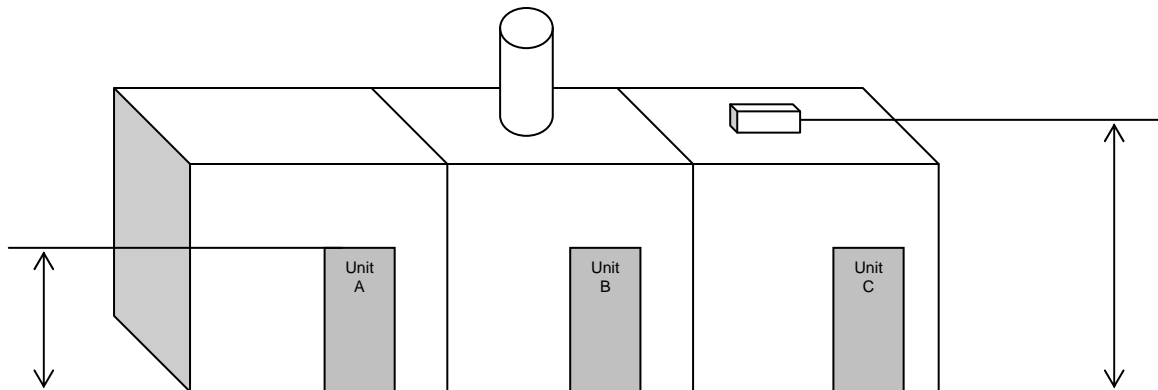


Note: In the figure above, the shortest distance from the exhaust stack is to the door of Unit A (and not to the air intake of Unit C).

- **Height Above Grade of the Closest Air Intake, Door or Openable Window of the Neighbouring Unit**

Enter the height above grade (i.e. ground level) of the air intake, door or openable window of the closest neighbouring unit, in metres (m); see figure below for illustration.

Height above grade of the closest door or air intake on the neighbouring unit



Note: It was determined in the previous question that the shortest distance is to the door of Unit A; therefore in the figure above, the height above grade of the door in Unit A is the required height.

### 2.9.7 General Operations

**Highest Paint Spray Rate in a Half-Hour Period** - Enter the highest amount of paint that may be sprayed in a half-hour period in litres (L) per booth. This is the maximum application rate in any half-hour time period, not the capacity of the spray gun. Consider the amount of paint required to be applied on the largest typical job, even if the largest typical job only occurs once or twice a month. For example, when painting is carried out on a large vehicle such as a truck, the application rate from this process will be the maximum amount of paint used onsite within a half-hour period and this is the value that should be inputted in the Auto PSB Application Form.

If a new booth is to be added to a facility that has an existing Certificate of Approval (CofA), an application to amend the existing CofA must be submitted to the ministry. In using the Auto PSB Application Form for this type of facility, the maximum spray rate used in the new booth must be entered separately from the spray rate used in any existing booths (i.e. spray rates should not be added).

Example of Paint Spray Rate Calculation: if in the first hour, 1 litre of paint is applied for 10 minutes and there is a flash off period of 20 minutes. The last 0.5 litre of paint is applied for a further 10 minutes with a corresponding flash off period of 20 minutes. The highest amount of paint sprayed is in the initial half-hour period and is 1 litre (per half-hour). Please note that it is not acceptable to average this application rate over the entire day.

*Paint Products Sprayed at the Facility* - Select the manufacturer of the paint products used at the facility. Options are Akzo-Nobel, BASF, DuPont, PPG, Sherwin Williams and Other. If 'Other' is chosen, Material Safety Data Sheets (MSDSs) for all paint products used in the facility **MUST** be provided. All MSDSs must be current and have been issued within the last four years.

*Paint Booth Operation* - Indicate if the paint booth is used more than 10 hours in any given week.

*Hours of Operation* - Indicate the time periods (am to pm) for which the paint booth is in operation during any given day.

*Zoning of Adjacent Land* - Select the appropriate zoning classification for the land adjacent to the facility. Available options are Residential, Institutional, Commercial/Industrial, Agricultural, Conservation Land and Other. Refer to the zoning map that may be obtained from the Planning Division of the Local Municipal Government for the appropriate information. If there is more than one option applicable to classify the adjacent land, Residential zoned land should be identified over all other options.

*Associated Equipment* -Fill in the information for any combustion equipment used in conjunction with the paint spray booth. Combustion equipment includes air make-up units and drying ovens. Also, enter information for the following:

- **Equipment Type**  
Identify the type of combustion equipment e.g. drying oven, air make-up unit.
- **Maximum Thermal Input**  
Enter the maximum thermal input of the combustion equipment in British thermal units per hour (BTU/hr). This information can be obtained from the specifications sheet provided by the manufacturer of the combustion equipment.
- **Fuel Used**  
Identify the type of fuel used to power the combustion equipment e.g. diesel, natural gas.



### 2.9.8 Screening Results

Click on the “Check Screening Results” button to initiate the air and noise screening process. The result of the screening process will be displayed as a “PASS” or “FAIL” along with further instruction on how to proceed with the application. A “PASS” result indicates that the Auto PSB Application Form can be used to assist the ministry technical review process resulting in a fast tracked technical review process.

A “FAIL” result does not necessarily indicate that the autobody shop cannot operate in compliance with the applicable ministry regulations and guidelines. It does indicate that based on the conservatism and assumptions built into the screening process compliance cannot be determined based on the information provided. The screening process will generate feedback to inform the applicant whether further assessment of the facility is required and/or indicate where the proposal does not meet ministry requirements or guidelines. At this point, the applicant can i) modify the painting operations or physical parameters of the facility based on screening feedback (and re-screen to possibly obtain a “PASS”) or ii) provide more detailed information about the autobody shop operations and/or physical parameters. Applicants that accept the “FAIL” result are required to prepare additional information outlined in the “Automotive Paint Spray Booth Data Form” to supplement the Auto PSB Application Form.

## 2.10. Project Information

This section provides an overview of the subject facility/equipment and will be used to verify the project description for the EBR Registry Posting.

### 2.10.1 Project Information

For information regarding how to complete this section refer to Section 4 of the “Guide to Applying for Approval (Air & Noise)”.

*Application Initiated by Provincial Officer Order* – This box should be selected if the application is being submitted to fulfill a requirement of an order issued by a Provincial Officer under the EPA. **A copy of the order must be attached to the hard copy of the application.**

*Application Initiated by Other* – This box should be selected if the application is being submitted for any other requirements i.e. a Director’s Order or result of an appeal etc., then the applicant must indicate the reason the application is being submitted and **attach any additional information as required to the hardcopy of the application.**

### 2.10.2 Other Approvals for Facility

The applicant must provide a list of all other approvals or permits required by ministry legislation which are related to the project and which the applicant has applied for concurrently with this application or have already received approval. The ministry reference numbers or CsofA numbers must be provided when available.

Approvals/permits include those issued under the Environmental Protection Act, the Ontario Water Resources Act, the Safe Drinking Water Act and the Environmental Assessment Act.

For example, the subject application may be for approval of the air discharge from an ammonia stripper under Section 9 of the EPA. The applicant should report that an application under Section 53 of the Ontario Water Resources Act has been submitted for the discharge of liquid effluent from the scrubber. The applicant can attach a separate list if necessary. **You must indicate whether or not a separate list of approvals is attached to the hardcopy of the application.** The applicant must **include copies of CsofA with the hard copy application.**

## **2.11. Regulatory Requirements**

### **2.11.1 O. Reg. 419/05 Requirements**

For information regarding how to complete this section please refer to Section 4 of the “Guide to Applying for Approval (Air & Noise)”.

### **2.11.2 Environmental Bill of Rights (EBR) Requirements**

This section requires the applicant to identify what, if any, Environmental Bill of Rights (EBR) requirements apply to the application. For information regarding how to complete this section refer to Section 4 of the “Guide to Applying for Approval (Air & Noise)”.

### **2.11.3 Additional Public Consultation/Notification**

This section requires the applicant to list any Public Consultation/Notification activities undertaken in addition to the Environmental Bill of Rights (EBR) section completed above. Additional consultation is not normally required by the Section 9 process, however, an applicant may be required to make notification under other legislative requirements, or conduct ongoing public consultation/ notification at the facility with a community liaison group or public groups with an interest in the application.

## **2.12. List of Required Supporting Information/ Documentation**

This section of the form lists the required supporting information/documentation to be submitted in the application package with the results generated from the Automotive Paint Spray Booth Application Form. Additional information/documentation may be requested in support of an application.

**COMPANY NAME** - A copy of the document showing the legal name of the applicant or company must be provided (e.g. for a corporation, a copy of the Articles of Incorporation must be provided, showing the legal name. For a sole proprietor, a copy of the owner's birth certificate or driving license should be submitted).

**ZONING INFORMATION** - Submit a copy of the zoning map. The location of your facility must be clearly marked on the zoning map. A copy of the zoning map can be obtained from the Planning Division of the Local Municipal Government. Also, clearly show on the zoning map the adjacent land-use as per local zoning up to 100 metres from the facility (e.g. Industrial, Commercial, Residential, Institutional, Agricultural).

**DRAWINGS** - Provide an up-to-date site plan and elevation drawing(s) drawn to scale or fully dimensioned, showing the following:

**Site Plan Drawing**

- Property lines
- On-site buildings
- Neighbouring buildings
- Booth stack location(s)
- 'Air Intake Openings' of neighbouring units (e.g. doors, windows and/or fresh air intakes)

**Elevation Drawing**

- Site buildings
- Booth stack location(s)
- 'Air Intake Openings' of neighbouring units (e.g. doors, windows and/or fresh air intakes)

## **Appendix A – Definitions**

### **Air Intake Opening**

Refers to the building air intakes, openable windows, or doorways on any residential, commercial or industrial building occupied by individuals not associated with the application.

### **CCME Guideline**

The document entitled “National Standards and Guidelines for the Reduction of Volatile Organic Compounds from Canadian Commercial/Industrial Surface Coating Operations-Automotive Refinishing, October 1998, PN 1278”, as amended, and published by the Canadian Council of Ministers of the Environment.

### **Conversion Factor**

Numerical factor(s) used to convert the value of a quantity from one system of units to another.

### **EBR**

Environmental Bill of Rights

### **EPA**

Environmental Protection Act

### **Equipment**

All equipment being associated with an application for a Certificate of Approval under Section 9 of the EPA.

### **MOE**

Acronym for Ontario Ministry of the Environment

### **ministry**

Refers to Ontario Ministry of the Environment

### **Point of Emission**

The point at which a contaminant enters the natural environment

### **Point of Impingement (POI)**

Means any point on the ground or on a receptor, such as a nearby building, located outside the company’s property boundaries at which the highest concentration of a contaminant caused by the maximum aggregate emission of that contaminant from the facility is expected to occur.

A point of impingement may be located on the same property as the source of the contaminant if that point is located on a child care facility, or a structure that serves as a health care facility, senior citizens’ residence or long-term healthcare facility, or an educational facility.

### **Point of Reception**

Means any point on the premises of a person where sound or vibration originating from other than those premises is received.

For the purpose of approval of new sources, including verifying compliance with Section 9 of the Environmental Protection Act, the point of reception may be located on any of the following premises, either existing or zoned for future use: permanent or seasonal residences, hotels/motels, nursing/retirement homes, rental residences, hospitals, camp grounds, and noise sensitive buildings such as schools and places of worship. For equipment/facilities proposed on premises such as nursing/retirement homes, rental residences, hospitals and schools, the point of reception may be located on the same premises.

**SI Units**

The International System of Units (SI) is the world's most widely used system of units in the scientific and technical communities. It is based on the metric system.

**Trained**

Refers to a training program relating to automotive refinishing operations which conforms to Section 4.3 Training of the CCME Guideline.

## Appendix B – Units, Symbols and Conversion Factors

### a) Prefixes, Symbols and Multiplication Factors

The prefixes with their corresponding symbols below are commonly used in automotive refinishing industry. Their multiplying factors are also given in the table.

Prefix	Symbol	Multiplication Factor
Giga	G	$1,000,000,000 = 10^9$
mega	M	$1,000,000 = 10^6$
Kilo	k	$1,000 = 10^3$
		$1 = 1$
Deci	d	$0.1 = 10^{-1}$
Centi	c	$0.01 = 10^{-2}$
Milli	m	$0.001 = 10^{-3}$
micro	$\mu$	$0.0000001 = 10^{-6}$
<b>Examples:</b>		
Length: 10 centimetre = 1 decimetre		
Volume: 10 millilitres = 1 centilitre		
Mass: 1000 micrograms = 1 milligram		

### b) Units and Symbols

Commonly-used units and their respective symbols are given below:

Category	Unit	Symbol
Length	metre	m
Mass	kilogram	kg
Volume	litre	L
Time	second	s
Temperature	Celsius	$^{\circ}\text{C}$

### c) Common Conversion Factors

The tables below provide a list of common conversion factors useful in the automotive refinishing industry.

<u>Length</u>				
To From	Convert	To Unit	(SI/Metric)	Multiply By
inch (in)		millimetre (mm)		25.4
inch (in)		centimetre (cm)		2.54
inch (in)		metre (m)		0.0254
foot (ft)		metre (m)		0.3048

<u>Area</u>				
To From	Convert	To Unit	(SI/Metric)	Multiply By
square foot (ft <sup>2</sup> )		square metre (m <sup>2</sup> )		0.09290304
square inch (in <sup>2</sup> )		square metre (m <sup>2</sup> )		0.00064516

<u>Volume</u>				
To From	Convert	To Unit	(SI/Metric)	Multiply By
cubic inch (in <sup>3</sup> )		cubic metre (m <sup>3</sup> )		0.00001639
cubic foot (ft <sup>3</sup> )		cubic metre (m <sup>3</sup> )		0.02831685

<u>Mass</u>				
To Convert From		To Unit	(SI/Metric)	Multiply By
pound (lb)		kilogram (kg)		0.4535924
avoirdupois gram (g)		kilogram (kg)		0.001

<u>Time</u>		
To Convert From	To (SI/Metric Unit)	Multiply By
minute (min)	second (s)	60
hour (hr)	second (s)	3600

<u>Velocity/Speed</u>		
To Convert From	To (SI/Metric Unit)	Multiply By
foot per hour (ft/hr)	metre per second (m/s)	0.000084667
foot per minute (ft/min)	metre per second (m/s)	0.00508
ft/s	m/s	0.3048

<u>Pressure or Stress</u>		
To Convert From	To (SI/Metric Unit)	Multiply By
pascal (Pa)	inches water gauge	0.004019
pound per square foot (psf)	kilogram per square meter (kg/sq m)	4.8824
pound per square inch (psi)	pascal (Pa)	6,894.757

<u>Flow rate</u>		
To Convert From	To (SI/Metric Unit)	Multiply By
cubic feet per minute (cfm or ft <sup>3</sup> /min)	cubic metre per second (m <sup>3</sup> /s)	

<u>Thermal Input /Energy</u>		
To Convert From	To (SI/Metric Unit)	Multiply By
British thermal units per hour (BTU/hr)	Kilojoules per hour (KJ/h)	6.894757

<u>Miscellaneous</u>		
To Convert From	To (SI/Metric Unit)	
degree Celsius	Kelvin	add 273

## **Appendix C – Regulatory and Guideline Information**

### **EMISSIONS AND CRITERIA FOR APPROVAL - PAINT SPRAY BOOTHS**

The anticipated contaminants emitted to the atmosphere from a paint spray booth are paint over-spray, solvent components, and noise. Impacts from paint solvent emissions are required to comply with contaminant-specific limits at a point of impingement (Ontario Regulation 419/05: Air Pollution – Local Air Quality), where a typical point of impingement location is interpreted to be a nearby air intake and/or a property line.

However, in addition to compliance with the point of impingement limits, Section 14 of the Ontario Environmental Protection Act prohibits the causing of an adverse effect, such as an odour. It is also expected that the operation of an approved paint spray booth will include efforts to avoid adverse effects through consideration of effective dispersion of the contaminants (i.e. appropriate stack location and exit velocities) and consideration of neighbours in the vicinity of the paint spray booth.

Some proposed installations may require a noise assessment, depending upon the size of the exhaust fan and proximity to residential receptors. The following provides a summary of the regulatory and guideline assessment criteria for a proposed paint spray booth:

Regulatory Criteria: - Compliance with the point of impingement limits administered by Ontario Regulation 419/05.

Guideline Criteria: - Compliance with the point of reception limits for noise under guideline Publications NPC-205 and NPC-232, and for vibration guidelines under NPC-207;

- Unimpeded vertical discharge of the contaminants from the stack with an exit velocity of at least 12 metres per second; and
- For dry filter pad installations (for exhaust), an effective combined filter area of at least 0.4 x booth width x booth height, or an acceptable filtering velocity between 0.5 and 2.5 metres per second.

Deviation from the recommended exit velocity, vertical discharge, filter area and/or filtering velocity criteria must include a detailed analysis demonstrating that compliance will be achieved.

Note: The Automotive Paint Spray Booth Application Form incorporates the key elements of the Regulatory and Guideline Criteria. It was designed with built-in screening program to calculate and determine compliance with air and noise emission limits for most automotive refinishing facilities.